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**MEMORANDUM**

**TO:** Agency Heads and Human Resources Directors of All State Agencies, Departments, Institutions, and Commissions

**FROM:** Samuel L. Wilkins, Director

**SUBJECT:** State Employee Recognition Activities

**DATE:** April 7, 2006

We have now finalized plans for recognizing S.C. state employees during National Public Service Recognition Week, May 1-7, 2006.

? **Governor's Proclamation**

Attached to this e-mail is Governor Sanford's proclamation declaring May 3, 2006, State Employee Recognition Day in South Carolina. You may share the proclamation with each employee of your agency. You may duplicate the proclamation and distribute it to your employees or you may send your employees an e-mail and attach the document. Employees may also access the proclamation electronically from the Governor's web site at

<http://www.scgovernor.com/uploads/proclamations/StateEmployee2006.pdf>.

? **Discounts for State Employees**

The following state agencies will offer special discounts to all state employees on May 3rd:

\* The Department of Natural Resources (DNR) will offer a 20% discount on all of their gift items for the entire week of National Public Service Recognition week. Employees may use the discount by visiting **DNR's gift shops** or by selecting items via **DNR's online catalog** at [www.scwildlife.com](http://www.scwildlife.com) and then placing a credit card order toll-free at 1-888-644-9453.

\* The Department of Parks, Recreation and Tourism will offer a 10% discount on May 3rd at gift shops at **The State House** and **The Governor's Mansion**.

\*The **Cotton Mill Exchange at the S.C. State Museum** will offer a 10% discount to state employees on May 3rd. Visit the Cotton Mill Exchange in person on May 3rd or select items online at [www.museum.state.sc.us](http://www.museum.state.sc.us) and call (803) 898-4967 or (803) 898-4968 to place a credit card order. All state employees who are members of the S.C. State Museum will receive this 10% discount in addition to the 10% they currently receive as members.

\* The **SC Confederate Relic Room** will offer a discount on May 3rd at the SC Confederate Relic Room Gift Shop.

\* In addition, the **Gift Shop at Patriots Point** will also offer a 20% store discount to all state employees during National Public Service Recognition week.

<http://www.patriotspoint.org/content.asp?catID=9759>

To ensure that employees receive the discounts outlined above, please remind them to inform merchants that they are state employee.

? **PerksCard**

OHR encourages eligible employees to use their PerksCards during this week and throughout the year to save on everyday purchases of goods and services. Several new state and national vendors have been added to the list of participating vendors. Please go to [www.PerksCard.com](http://www.PerksCard.com) for more information.

? **Agency Recognition Activities for State Employees**

State agencies are asked to plan at least one event during the week of May 1-7, preferably on May 3rd, to recognize their employees. If you have not already done so, please send me a brief description of your planned activity by April 24th. We will develop a composite summary of the week's events to share with the Governor's Office and with the National Association of State Personnel Executives (NASPE). NASPE is promoting similar recognition activities for state employees in states across the nation.

? **Previous Agency Recognition Activities for State Employees**

In past years, agencies have been very creative in their attempts to recognize employees. The following are some of the things that agencies have done in the past:

\*Presented each of its employee with key chains imprinted with the agency name.

\*Catered a buffet luncheon of Mexican food at the University House with entertainment provided by agency employees and staff. Several fun activities and games were also planned.

\*Held a luncheon for employees on State Employee Recognition Day and gave each employee a golf shirt with the agency's logo on it.

\*Planned a formal ceremony conducted by the president and vice presidents to honor state employees. During the ceremony, 'Presidential Citations' were awarded to employees for extraordinary service and for individual and team efforts which have resulted in special contributions to the University.

? **Additional Resources**

You may review NASPE'S *Guide to State Employee Recognition Day* at <http://www.naspe.net/index.cfm?PageID=20>. You will also find additional links on this website to include Recognition Day activities, letters to employees, posters, and a sample Employee Recognition Packet.

Thank you for your extra efforts to express appreciation to your agency's employees and to the other dedicated men and women who devote their careers to serving the people of South Carolina.

Please feel free to call my office at (803) 737-0900 if you have questions or need additional information regarding this initiative.